



City of San Bruno Planning Commissioner Selection Information

The City of San Bruno is seeking to fill two vacant positions on its seven-member Planning Commission. The successful candidate will be appointed to a four-year term by the City Council. The Planning Commission considers land use issues, reviews plans for development/ construction projects and makes recommendations and decisions on long-range policy plans.

California Government Code Section 65103 outlines the responsibilities of the Planning Commission as follows:

- *Oversee the implementation of the general plan through the zoning and subdivision ordinances, prepare and revise the general plan as necessary, promote public interest in the general plan, and consult with public agencies and other organizations on the general plan.*
- *Annually review the capital improvement program of the city and the local public works projects of other local agencies for their consistency with the general plan.*
- *Promote the coordination of local plans and programs with the plans and programs of other public agencies, for example those of local school districts, neighboring agencies, County, etc.*
- *Perform other functions as the legislative body (City Council) provides, including conducting studies and preparing plans.*

Planning Commissioners may attend and participate in public workshops, meetings or hearings and receive oral and written reports from City staff, other professionals and the public. Regular San Bruno Planning Commission meetings are scheduled the first and third Tuesdays of the month at 7:00 p.m. though the first Tuesday meeting is an optional meeting date. The Architectural Review Committee, which is a subcommittee with rotating membership of the Planning Commission, meets the Thursday before the second Planning Commission meeting at 6:00 p.m. There is a rather significant commitment to read the packet materials, visit sites and, generally, be prepared to attend and effectively participate in the Planning Commission's and the Architectural Review Committee's meetings.

As the City seeks to fulfill the Planning Commissioner positions, the following describes the roles, responsibilities and qualifications as well as desired attributes considered important to make an effective and successful Planning Commissioner.

If you are interested in serving as a Planning Commissioner, please complete and return an application that can be obtained from the City Clerk's Office at 567 El Camino Real or received via mail or email by contacting Melissa Thurman, City Clerk at mthurman@sanbruno.ca.gov, or you may request a copy by phone at (650) 616-7061.

Potential Planning Commissioner candidates will be invited to an interview and presented with several questions and a written exercise.

A summary of the roles, responsibilities, and qualifications as well as desired attributes of a member of the Planning Commission are listed below.

Desired Attributes:

The desired attributes of a Planning Commissioner include, but are not limited to, an individual who is collaborative, collegial, and who can provide analytical, unbiased and impartial feedback to the Commission and to the public. An ideal Commissioner will work as a professional team player who is personable and remains calm, composed and professional when confronted with conflict. A Commissioner should be open-minded, knowledgeable, and committed to a long-range perspective. They should be curious, creative and resourceful to help problem solve and be willing to form and express an opinion which may be different from that of others in the public forum.

Roles and Responsibilities:

- Read, comprehend and retain large amounts of complex information including land use staff reports, architectural plans, drawings, technical documents such as traffic reports and California Environmental Quality Act (CEQA) documents to make a decision on approval or denial.
- Review commercial, industrial and residential development projects, including development, new development, and applying adopted architectural design guidelines to residential projects.
- Be knowledgeable of City's governing land use documents including the San Bruno General Plan, Specific Plans (e.g., San Bruno Transit Corridors Plan), Residential Design Guidelines, San Bruno Municipal Zoning Code, San Bruno Walk 'n Bike Plan, Subdivision Act, and other local, Regional and State land use laws and requirements, policies goals.
- Prepare for each Planning Commission hearing by reviewing a packet of documents, including a staff report with a project description and analysis of a proposed project and consistency with plans, policies, and land use requirements and findings of fact, technical reports, site and landscape plans, environmental review, and other documents.
- Willingness (obligation) to contribute (speak in a public forum).
- Listen and consider with an open-mind, ask questions and make a decision or recommendation, based on the facts presented orally and in written reports and documents. City staff, consultants and public groups or individuals make presentations at the Planning Commission meeting which is a public hearing.
- Ability to compromise and work within a team framework.
- Understand and adhere to the local and State laws and procedures for land use, public meetings and hearings and the decision-making process.
- Adhere to strict legal and ethical standards for Planning Commissioners concerning disclosure and potential conflicts of interest. Commissioners and City staff are required by law to be impartial and unbiased when performing their duties and make recommendations and decisions based on the facts, governing laws, policies and regulations.

- Public hearings, meetings and the decision making process are legally required to be open to the public. Generally, no information is allowed to be presented behind closed doors and is governed by the State law known as the Brown Act.
- Meetings and public hearings are required to be conducted according to Robert's Rules of Order *Newly Revised* as well as the Municipal Code (Chapter 2.08) and State Law (Government Code, Section 65400 et. seq.).
- Planning Commissioners are not always decision-makers. For example, for a long-range planning process, they may make a recommendation and function in an advisory role to the legislative body - the City Council.
- Planning Commissioners may also be assigned as a member of the Architectural Review Committee. The Committee is composed of three members of the Planning Commission who are selected by the Commission and who conduct regular public meetings to review proposed project plans.

Qualifications:

- Must be a City of San Bruno resident.
- Must be a Citizen of the United States.
- Must be 18 years of age or older.
- Must submit a Statement of Economic Interests Form 700 in accordance with State law.
- Must complete Assembly Bill 1234 Ethics Training every two years.
- Willingness and ability to gain knowledge of City's governing land use documents including the San Bruno General Plan, Specific Plans (e.g., San Bruno Transit Corridors Plan), Residential Design Guidelines, San Bruno Municipal Zoning Code, Subdivision Act, San Bruno Walk 'n Bike Plan, and other local, Regional and State land use laws and requirements, policies goals.
- Must have the ability to read and interpret architectural plans.
- Must submit a resume listing qualifications with application. Knowledge is not required in any specific profession or area to be a successful Planning Commissioner; however, some knowledge or experience in design, architecture, land use, law, public service, business, education and, particularly, long-term knowledge of the San Bruno community is helpful. The purpose of the questions below is for the candidate to share information that will be useful for the City Council to better understand a candidate's knowledge and abilities related to the position of a Planning Commissioner.

Questions: Please answer each of the following questions in 100 words or less.

1. Why are you interested in the position of Planning Commissioner?
2. Please describe what you think the future San Bruno should look like? What would you like to see remain the same and what would you like to be different?
3. Tell us briefly what you know and think about the Transit Corridors Plan? Describe how the plan would be positive or negative for San Bruno and why?
4. In your opinion, what is the most critical issue facing San Bruno residents today? Why?